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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 1 May 1958

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SUBJECT: Weekly Activity Report No. 17
23 April - 29 April 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 09 MAR 1978 By: []

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. We received from OSI a report concerning a training device on display at a recent London exhibition. The manufacturers of the device claim that it can train an individual as a punch-card operator in 18 hours, as compared with the 50 hours normally required by the present method of instruction. [] interested machine records people in the Office of Personnel (with whom we have been working on our IBM records system) in the details of this field report. OP in turn has discussed it with Management Staff, and both feel it has a great deal of merit. Turnover among card punch operators is apparently fairly high, and a reduction in the period of training would serve to lessen the adverse effects of such turnover.

2. Existing policy decisions, application procedures, selection methods, services available, and many other matters of concern to Training Officers are presently spread throughout Agency regulations, issues of the OTR Bulletin, the OTR Catalog, memoranda to Training Officers, and routing sheet comments. There is a need to collate this type of information, along with other pertinent material, and publish one up-to-date document.

Therefore, a committee composed of [] [] are undertaking the consolidation of active material, regardless of source, and preparation of a Handbook for Training Officers.

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3. Proficiency reports were received this week on nine Agency employees who recently completed language courses at the Foreign Service Institute. A notation on five of these reports indicated irregular attendance records. It appears that one of two things is happening in these cases: either (1) despite the fact that the FSI programs are known by the Offices to be full-time programs, the students are being recalled to their Offices for work assignments; or (2) the students are "goofing off". A study is being made of the five cases in question to determine the reason for absences in each case. A report will be prepared for the DTR with recommended action when we have more facts.

4. In February, two spaces were obtained for the one week guided missiles course at Dam Neck, Virginia, scheduled for 5 May. Two OCI employees were approved for the program. On 30 April a call was received from OCI requesting a substitution for one of the men originally nominated. Navy approval for the substitution has been obtained and we have undertaken the necessary administrative action to get the man into the course on time.

5. The Security Reindoctrination Program has been attended by approximately two-thirds of the 1,279 employees currently assigned to headquarters who entered on duty prior to 1949. It is expected that the remaining 441 persons in the 1947-48 EOD group will have completed the Program prior to 5 June 1958. In support of this Program we have adjusted weekly attendance quotas for all Offices, and have distributed up-to-date name lists to the Training Officers.

6. I called Karamessines on Monday when I heard from C/LAS that the Air Force had expressed interest in sending a student to our full-time Persian course. Later, CI Staff interposed no objection, and C/LAS was authorized to extend a quota offer to Colonel Saylor. This was the first action in implementing DTR's decision of last Friday that R/TR should personally keep Karamessines advised of non-Agency personnel scheduled to participate in OTR courses.

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8. [redacted] has reported to [redacted] as deputy to [redacted] and is taking over the duties of both [redacted] [redacted] As replacement for the latter, [redacted] assumes the role of TLO and has requested a briefing from me in the near future. Among other Training Officer changes, we've heard that [redacted] is now serving as TLO for DD/C. The TLO situation in NEA remains indefinite.

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9. From the riches of having [redacted] [redacted] for our one Administrative Assistant position to the suddenness of having neither one available was disheartening. However, word-of-mouth advertising of the vacancy brought us referrals from within and without OTR. We reviewed about ten cases and elected to interview two outstanding candidates. We are happy to report that [redacted] [redacted] formerly with the DD/P Material Board, will report 12 May.

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10. [redacted] completed administrative details on the 34 certifications that were part of the pre-4 February 1958 backlog. In addition, she received five certifications of candidates who have been tested since the February date. The current status is: 314 received to date. Of these: 294 have been acted on and forwarded to other Offices; because of military status, records on ten are being retained in case they "civilianize"; ten remain as probabilities to be certified.

11. We are now using a roster of 4440 Language Data records as of 31 March 1958. It includes 11,043 entries of some degree of language proficiency (an increase of 750 over the December 1957 report). Additionally, 3,470 employees declare no proficiency (this category is also 750 greater than reported in December). For the first time, Office of Personnel has furnished us language proficiency information on staff agents.

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12. I know that other OTR elements have space problems, too, but mine has been aggravated for many months with only solutions of expediency in the face of our absorbing additional duties and additional personnel. We took the space that was left over in our present wing when we had only nine employees (plus Processing in the headhouse area). We've combined files to afford some relief, but we've added a complete catalog collection, four more employees, and files of materials formerly stored in PPS and LAS. The only space relief was the use of [] office for eight temporary employees, and with his return from training we squeezed the remainder of that work party into our original allocation of space. It is the continued day-to-day switching from desk to desk that has caused [] possessed of more than average equanimity, to remark that, "I feel I'm reaching the tolerance point." We are extremely hopeful that a reasonably permanent solution can be worked out to settle our space needs. My present unit will fill a complete wing.

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13. We are between trimesters in the Voluntary Language Program. Enrollment for other courses is as follows:

220 enrolled in 35 classes (16 languages) during hours

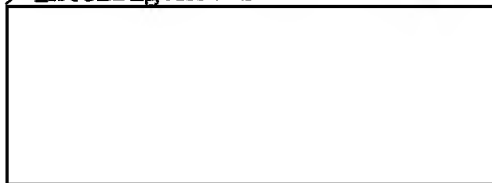
70 enrolled in 5 area courses

97 enrolled in 3 Communism School courses

138 enrolled in 9 Operations School courses

245 enrolled in 9 Intelligence School courses

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